



ADMINISTRATIVE BUDGET
Child and Adult Care Food Program

Attachment M

15

SPONSORING ORGANIZATION: _____

BUDGET PERIOD: October 1, 2014 through September 30, 2015

A Budget Narrative in WORD format is required to be attached behind this page. Include a sentence (or more) description of each entry listed below. For allocated items, include a description such as...AUDIT : CACFP portion of 16% of the annual \$7,500 audit. We sent out an RFP this year from which the board of directors selected the firm that best met out needs.

LINE ITEM JUSTIFICATION: Use the Line Item Justification form to justify any budget item greater than 5% of the total administrative budget. ☐
(Not required for staff salaries or travel)

PART A - EXPENSES:

1 SALARIES (Complete and attach Salaries Table)

5% indicator
Justify These Lines

1.1 CACFP Regular Personnel	
1.2 Temporary Labor contracted	
1.3 Fringe	
1.4 Other	

SPWA is requested for overtime? Y/N

Refer to attachment: _____

2 OPERATION EXPENSE

2.1 Rent/Use Allowance	\$ 56.00	Yes - Justify
2.2 Utilities - Specify	\$ -	
2.3 Maint. Bldg/Grounds	\$ -	
2.4 Trash/Exterminating		
2.5 Insurance of Building/Contents	\$ 10.00	Yes - Justify
2.6 Real Estate Taxes		
2.7 Relocation/Moving Exp.		
2.8 Office Supplies		
2.9 Printing		
2.10 Advertising		
2.11 Office Equipment		
2.12 Maintenance Agreements		
2.13 PC Hardware/Peripheral Eqpt.		
2.14 PC Software		
2.15 PC Supplies		
2.16 Maint/PC Repair		
2.17 Postage		
2.18 Telephone Service		
2.19 Telephone Eqpt/Repair	\$ 5.00	
2.20 Other-Specify	\$ 1.00	

3 CONTRACTUAL SERVICES

3.1 Accounting Services		Yes - Justify
3.2 Audit (Over Program Grant)		
3.3 PC Services		
3.4 Legal-Specify		
3.5 Consultant-Specify		
3.6 Other-Specify	\$ 15.00	

4 TRAVEL/TRANSPORTATION FOR MONITORING

4.1 Mileage (Miles x .565)	
4.2 Lodging	\$ 1.00
4.3 Per Diem	
4.4 Other-Specify	

5 TRAINING FOR STAFF IN-STATE

5.1 Registration Fees	
5.2 Mileage (Miles x .565)	
5.3 Lodging	
5.4 Per Diem	
5.5 Prof. Publications/Resources	
5.6 Orgztn Dues/Subscriptions	
5.7 Other-Specify	

6 TRAINING FOR STAFF OUT-OF-STATE

6.1 Registration Fees	
6.2 Mileage (Miles x .565)	
6.3 Airfare	
6.4 Lodging	
6.5 Per Diem	
6.6 Taxi/Parking	
6.7 Other-Specify	

7 PROVIDER SERVICES

7.1 Resource/Reference Materials	
7.2 Workshops/Training	
7.3 Speaker Fees	

8 Allocated Costs

(If this item is used, please submit your allocation plan and procedures, including requests for SPWA.)

8.1 Cost Allocation	
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All items sections 1-8

TOTAL \$ **88.00**

Note: For items in yellow, a SPWA submitted at the time of renewal should cover entire fiscal year and does not need to be re-submitted at the time of the expenditure.